

## **City of Seattle, Department of Planning & Development**

Mailing Address: 700 5th Ave, Suite 2000, PO Box 34019, Seattle, WA 98124-4019

**Phone**: (206) 684-8464 **Fax:** (206) 684-8113

**Website:** www.seattle.gov/dpd **Hours:** M, W, F: 7:30-5:30 T, Th: 10:30-5:30



Installations Based on Valuation	Description of Work:	Work Site Address: Zip:				
Work Site Owner/Tenant Information   State License #:   City of Seattle Business License #:   City of Seattle Business License #:   City of Seattle Business License #:   Company Name:   Contact Name:   Co	Work Site Owner/Tenant   State License #:   City of Seattle Business License #:   Company Name:   Contact Name:   Address:   Company Name:   Contact Name:   Address:   Company Name:   Contact Name:   Address:   Apt / Suite #:   City/State:   Address:   Company Name:   Contact Name:   Address:   Apt / Suite #:   City/State:   Apt / Suite #:   City/State:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Shoreline   Fax:   Phone:   Fax:   Shoreline   Fax:   Shoreline   Street Use Permit/s #:   Department of Neighborhoods #:   Installations Based on Valuation   (Include labor and materials whether or not furnished by installer, furnishings and equipment provided by the owner)   Awning/Canopy Structure (1)   Border Tubing (2)   Owner's Value (1 & 2): \$   Installations Based on Sign Area   Sign #1:   Awning   Canopy   Directional   Ground   Pole   Projecting   Sign #2:   Awning   Canopy   Directional   Ground   Pole   Projecting   Sign #2:   Awning   Canopy   Directional   Ground   Pole   Projecting   Sign #2:   Awning   Canopy   Directional   Ground   Pole   Projecting   Sign #3:   Awning   Canopy   Directional   Ground   Pole   Projecting   Sign #4:   (Total Square feet)   Illuminated:   Yes   No   Debinse of the installation of electrical wing to have a wild Washington State Electrical Code requires all individuals or entities (other than the property owner) engaged in the booking of the installation of electrical wing to have a valid Washington State Electrical Code requires all indiv	Work Activity Location (floor, apt, suite, etc.):				
WORK SITE OWNER/TENANT INFORMATION	WORK SITE OWNER/TENANT INFORMATION    Owner   Tenant   State License #:   City of Seattle Business License #:   Company Name:   Company Name:   Company Name:   Contact Name:   Address:   Apt / Suite #:   City/State:   Phone:   Fax:   Fax:   Phone:   Fax:   Phone:   Fax:   State License #:   Contact Name:   Apt / Suite #:   City/State:   Phone:   Fax:   State License #:   Contact Name:   Apt / Suite #:   City/State:   Phone:   Fax:   State License #:   Contact Name:   Apt / Suite #:   City/State:   Phone:   Fax:   State License #:   Contact Name:   Apt / Suite #:   City/State:   Phone:   Fax:   State License #:   City/State:   State License #:   City/State:   State License #:   City/State:   State License #:   City/State:   State Ministry State Minist	Occupancy:   Single Family   Multi-Family	□ Commercia	al 🗆 Institutio	onal 🗆 Industrial	
Owner   Tenant   State License #:   City of Seattle Business License #:   Company Name:   Company Name:   Company Name:   Contact Name:   Address:   Apt / Suite #:   City/State:   Address:   Apt / Suite #:   City/State:   Address:   Apt / Suite #:   City/State:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   State License #:   Contact Name:   Address:   Apt / Suite #:   City/State:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   State License #:   Contact Name:   Cont	Owner   Tenant   State License #:   City of Seattle Business License #:   Company Name:   Company Name:   Company Name:   Contact Name:   Address:   Apt / Suite #:   City/State:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Shoreline   Street Use Permit/s #:   Department of Neighborhoods #:   Street Use Permit/s #:   Department of Neighborhoods #:   Installations Based on Valuation   (Include labor and materials whether or not furnished by installer, furnishings and equipment provided by the owner)   Awring/Canopy Structure (1)   Border Tubing (2)   Owner's Value (1 & 2): \$   Installations Based on Sign Area   Sign #1:   Awrning   Canopy   Directional   Ground   Pole   Projecting   Sign Area   (Total Square feet)   Illuminated:   Yes   No   Sign #2:   Awrning   Canopy   Directional   Ground   Pole   Projecting   Sign Area   (Total Square feet)   Illuminated:   Yes   No   Sign #3:   Awrning   Canopy   Directional   Ground   Pole   Projecting   Sign Area   (Total Square feet)   Illuminated:   Yes   No   Sign #3:   Awrning   Canopy   Directional   Ground   Pole   Projecting   Mall   Painted Wall Sign   Interior Sign   Under Canopy   Roof   Sign Area   (Total Square feet)   Illuminated:   Yes   No   Off-Premises Advertising Sign Information   Action Type:   Alteration   Demolition   New   Billboard Registration #:   Related MUP #:   The Revised Code of Washington (R.C.W.13-28) and the City of Seattle Betrical Code required sall individuate or entities (orther than the property owner) engaged in the business of the installation of decircial writing to have a valued sall individuate or entities (orther than the property owner) engaged in the business of the installation of decircial writing to have a valued sall individuate or entites (orther than the property owner) engaged in the business of the installation of decircial writing to have a valued sall ind	Description of Work:				
Owner   Tenant   State License #:   City of Seattle Business License #:   Company Name:   Company Name:   Company Name:   Contact Name:   Address:   Apt / Suite #:   City/State:   Address:   Apt / Suite #:   City/State:   Address:   Apt / Suite #:   City/State:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Shoreline   Street Use Permit/s #:   Department of Neighborhoods #:   Department of Neighborhoods #:   Testallations Based on Valuation   (Include labor and materials whether or not furnished by installer, furnishings and equipment provided by the owner)   Awning/Canopy Structure (1)   Border Tubing (2)   Owner's Value (1 & 2): \$   Installations Based on Sign Area   Total Square feet)   Illuminated: Yes   No   No   Sign #2:   Awning   Canopy   Directional   Ground   Pole   Projecting   Mall   Painted Wall Sign   Interior Sign   Under Canopy   Roof   Sign Area:   (Total Square feet)   Illuminated: Yes   No   Sign #3:   Awning   Canopy   Directional   Ground   Pole   Projecting   Mall   Painted Wall Sign   Interior Sign   Under Canopy   Roof   Sign Area:   (Total Square feet)   Illuminated: Yes   No   Sign #3:   Awning   Canopy   Directional   Ground   Pole   Projecting   Mall   Painted Wall Sign   Interior Sign   Under Canopy   Roof   Sign Area:   (Total Square feet)   Illuminated: Yes   No   Sign #3:   Awning   Canopy   Directional   Ground   Pole   Projecting   Mall   Painted Wall Sign   Interior Sign   Under Canopy   Roof   Sign Area:   (Total Square feet)   Illuminated: Yes   No   Off-Premises Advertising Sign Information   Action Type:   Alteration   Demolition   New   Billboard Registration #:   Related MUP #:   The Revised Code of Washington Calcumination of electrical Wing to have a valid Wealington State Electrical Contractors Leene.   I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal Code.   Signature:   Date of Application:   Date of Application:   Date of Application:   Date of Applicat	Name:	·				
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Name:	Name:	_	CONTRA	CIOR / INSTALL	ER INFORMATION	
Address:  Apt / Suite #: City/State: Address: Address: Address:	Address:  Apt / Suite #: City/State:	□ Owner □ Tenant	State License	State License #:		
Address:  Apt / Suite #: City/State: Address: Address: Address: Address: Address: Address: Address: Apt / Suite #: City/State: Phone: Fax:	Address:  Apt / Suite #:	Name:	City of Seattle	City of Seattle Business License #:		
Apt / Suite #:	Apt / Suite #:		Company Nar	me:		
Address:   Apt / Suite #:	Address:   Address:   Apt / Suite #:   City/State:   Address:   Apt / Suite #:   City/State:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Phone:   Fax:   Fax:   Phone:   Phone	Address:	Contact Name	e:		
Apt / Suite #:	Apt / Suite #:	Apt / Suite #: City/State:				
Phone:	Phone:	Phone:				
Fax:	Fax:		Dhono	•		
(All applicable info in this box is required at the time you submit application – no exceptions)  Zone:	(All applicable info in this box is required at the time you submit application – no exceptions)  Zone:	rdx	_			
Zone:Overlay District:# of Branch Circuits:Shoreline Street Use Permit/s #:Department of Neighborhoods #:	Zone:Overlay District:# of Branch Circuits:Shoreline Street Use Permit/s #:Department of Neighborhoods #:					
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Awning/Canopy Structure (1)	Awning/Canopy Structure (1)	Street Use Permit/s #: De	partment of Ne	ighborhoods #: _		
Awning/Canopy Structure (1)	Awning/Canopy Structure (1)					
Installations Based on Sign Area	Installations Based on Sign Area   Sign #1:					
Sign #1: Awning Canopy Directional Ground Pole Projecting Wall Painted Wall Sign Interior Sign Under Canopy Roof  Sign Area: (Total Square feet) Illuminated: Yes No  Sign #2: Awning Canopy Directional Ground Pole Projecting Wall Painted Wall Sign Interior Sign Under Canopy Roof  Sign Area: (Total Square feet) Illuminated: Yes No  Sign Area: (Total Square feet) Illuminated: Yes No  Sign #3: Awning Canopy Directional Ground Pole Projecting Wall Painted Wall Sign Interior Sign Under Canopy Roof  Sign Area: (Total Square feet) Illuminated: Yes No  Ciff-Premises Advertising Sign Information  Action Type: Alteration Demolition New Billboard Registration #: Related MUP #: Revised Code of Washington (R.C.W.19.28) and the City of Seattle Electrical Code requires all individuals or entities (other than the property owner) engaged in the business of the installation of electrical wiring to have a valid Washington State Electrical Contractors license.  I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal Code.  Signature: Date of Application:  Contractor or Owner (or Authorized Agent)  PayMENT & MAILING INSTRUCTIONS:  Pay by Check Mail checks to: DPD. P.O. Box 34234. Seattle, WA 98124-1234	Sign #1: Awning Canopy Directional Ground Pole Projecting Wall Painted Wall Sign Interior Sign Under Canopy Roof  Sign Area: (Total Square feet) Illuminated: Yes No  Sign #2: Awning Canopy Directional Ground Pole Projecting Wall Painted Wall Sign Interior Sign Under Canopy Roof  Sign Area: (Total Square feet) Illuminated: Yes No  Sign Area: (Total Square feet) Illuminated: Yes No  Sign #3: Awning Canopy Directional Ground Pole Projecting Wall Painted Wall Sign Interior Sign Under Canopy Roof  Sign Area: (Total Square feet) Illuminated: Yes No  Sign Area: (Total Square feet) Illuminated: Yes No  Off-Premises Advertising Sign Information  Action Type: Alteration Demolition New Billboard Registration #: Related MUP #:  The Revised Code of Washington (R.C.W.19.28) and the City of Seattle Electrical Code requires all individuals or entities (other than the property owner) engaged in the business of the installation of electrical wiring to have a valid Washington State Electrical Contractors license.  I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal Code.  Signature: Date of Application:  Contractor or Owner (or Authorized Agent)  DPD USE ONLY:				le (1 & 2). <u>\$</u>	
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Wall	Wall   Painted Wall Sign   Interior Sign   Under Canopy   Roof					
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Pay by Check Mail checks to: DPD, P.O. Box 34234. Seattle, WA 98124-1234	_   DPD USE ONLY:		1			
	I Pay by Check Mail Checks to: DPD, P.O. bux 34234. Seattle, WA 30124-1234	_	4-1234			
☐ Charge my escrow (ADA) account #	Permit #•	Charge my escrow (ADA) account #				
Call me at ( ) for a credit card number Permit Fee:	Choose one of the following options:			Permit Fee:		

NOTE: Permit application requests & any request to make changes to a permit that is received via fax or email are processed within 2 working days from the date we receive them. This application form CANNOT be faxed in to our offices, for more information, call (206) 684-8419.

## **Required Information**

The Department has established the following standards for plans to be submitted with a sign permit application:

- 1. Site plan with a legend describing the signs; including existing signage
- 2. Elevation drawing showing the sign
- 3. Installation detail
- 4. Other applicable details or notes (i.e. footing/foundation, engineering calculations for wind load and seismic load)
- 5. Sign numbering system on application to coincide with the site plan provided (i.e. sign #1 on the application matches labeled sign #1 on plans, etc.)

# **Basic Format for Plans with Sign Permit Application**

## Plan Quality

- Plans must be easy to read and microfilm, no print smaller than 8 point
- Lines and lettering must be dark enough to provide good contrast with the paper
- Brownline prints and pencil drawings are not acceptable
- Plans must SHOW DIMENSIONS AND STREET FRONTAGE; it is not adequate to just indicate scale

## Type Of Paper For Plans

- Paper must be relatively heavy, such as blueprint quality or standard drafting paper
  - Tissue paper, graph paper, poster-board, and cardboard are not acceptable

## Paper Size

Minimum size of 11" x 17"

#### Copies

• Three (3) copies are needed (Do not submit originals or scotch taped copies)

### Methods Of Attachment

The plans must indicate one of the following methods of attachment based on the types of structure listed below.

# • Brick or Masonary blocks (CMU) — Bolt, lag and drill through

- 1. Bolt through using washer plates and nuts
- 2. Void behind brick or CMU's, use screen tube and epoxy resin anchoring
- 3. Lag through brick into wood *(see wood below)*
- 4. Bolt through brick into concrete (see concrete below)
  - Wood " x lag screw into wood structural frame member" (Specify size of lag screw.)
  - Concrete " x rated expansion bolt into concrete" (Specify size of bolt.)